

DISPOSAL RECOMMENDATION MEMO

(Caption)

MEMORANDUM

TO: _____
 REAL ESTATE TITLES & ACQUISITION MANAGER
 FROM: _____
 REAL ESTATE AGENT
 DATE: _____
 SUBJECT: RECOMMENDED DISPOSAL OF IMPROVEMENT
 PARCEL NO(S). _____

The improvement(s) situated on the above referenced parcel has been acquired by the Department and vacated by the occupants(s). Accordingly, the disposal is hereby recommended as follows:

Building No.	Structure Type	Recommended disposal	Slab/foundation disposition	Asbestos Inspection Required?
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			_____ Real Estate Specialist	_____ Date
____ Building Inspection Report attached			____ Building Inspection Not Required	

Attached is the Building Inspection Report and a photo of the improvement.

XXX/xx
 Attachments

APPROVED: YES NO

If not approved, recommended disposition _____.

District Manager Date

APPROVED: YES NO

If not approved, recommended disposition _____.

Project Manager Date

Cc: Consultant Manager responsible for Asbestos Contracts